

**UNITED STATES PROBATION OFFICE  
MIDDLE DISTRICT/NORTH CAROLINA**

**Vacancy Announcement/Position Overview  
Vacancy Number CY22-22-01**

**POSITION: Probation Services Assistant  
(Temporary Full-Time Which May Become Permanent)**

**POSITIONS AVAILABLE: One or More**

**Open until filled.** The initial cutoff date will be **02-02-2022**. Applications received by the initial cutoff date will receive first consideration. **Applications received after 02-03-2022 will then be considered until the position is filled.**

**AREA OF CONSIDERATION: Nationwide**

**EMPLOYMENT TERM:** Under this vacancy, the Probation Services Assistant position is a temporary full-time position with an employment period of one year and one day. Temporary Indefinite positions may be extended; converted to permanent status; or converted to full-time permanent status without further competition--subject to need and available funding.

**Opening Date: 01-19-2022**  
**Closing Date: 02-02-2022 (Initial Cutoff)**

**Final Closing Date: 09-30-2022**

**LOCATION: Salisbury, North Carolina (Initial Vacancy)  
Any Division, North Carolina (Additional Vacancies) \***

**HOURS PER WEEK: 40**

**SALARY RANGE: (CL 24) \$40,255 to \$65,473**  
Starting salary commensurate with qualifications and subject to availability of funding.

\*Divisional offices are located in Greensboro, Winston-Salem, Durham, Salisbury, and Moore County.  
Duty station assignment is at the discretion of the Chief U. S. Probation Officer

**REPRESENTATIVE DUTIES:**

- Assist officers in performing investigations of all types for the office and other districts (e.g. collateral, presentence, post sentence, etc.). Contact various local law enforcement and regulatory agencies to collect and record information for investigation reports

- Conduct law enforcement and other record checks via various automated systems
- Maintain case records as required
- Participate in and contribute to ongoing training programs
- Performs receptionist duties by greeting telephone callers and visitors/clients coming into the office
- Perform other such duties as required

#### **JOB REQUIREMENTS:**

- Demonstrated computer skills
- Excellent writing and verbal communication skills
- Excellent organizational skills
- Ability to deal with multiple demands in a fast-paced environment
- Ability to work with a wide variety of people with diverse backgrounds
- Ability to maintain a professional demeanor and presence

#### **QUALIFICATIONS:**

##### **Required:**

The successful candidate must be a high school graduate or equivalent, plus two years general experience. General experience is defined as progressively responsible clerical, office or other work which indicates the possession of or the ability to acquire the knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience based on one academic year (30 semester or 45 quarter hours of undergraduate study) equaling one year of general experience.

Applicants must be U. S. citizens or eligible to work in the United States.

##### **Preferred:**

Bachelor's degree from an accredited college or university in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, or business/public administration.

#### **BENEFITS:**

- Accrued annual leave and sick leave. Paid holidays each year.
- Periodic salary increases based on acceptable performance of duties.
- Employee cost index and locality pay increases, subject to approval by Congress and the Executive Committee of the Judicial Conference.
- Participation in the Federal Employees Group Health Insurance program; offers numerous plan options. (Government contributes large share of premium and employee's share may be deducted "pre-tax" from gross salary.)
- Federal Employees Group Life Insurance program. Long Term Care and Disability Insurance policies are also available.

- Flexible Spending Account available to pay out-of-pocket medical, dependent care, and parking expenses from “pre-tax” salary.
- Participation in the Federal Employees Retirement System (FERS) which includes Social Security and an optional tax deferred savings/investment plan.
- Numerous training opportunities.

## **APPLICATION PROCEDURE**

Visit our website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> for the current vacancy announcement and position description.

To apply for this position, qualified candidates are **required** to email the following application materials as a single PDF attachment (one attachment) **in the following order**:

- A cover letter\* addressed to Melissa Alexander, Chief U. S. Probation Officer (see instructions below)
- A current resume with salary history
- Three professional references with contact information
- Title the pdf document as follows: Last Name – First Name – XXXX

\*The cover letter should include: the vacancy announcement number, why you are interested in the position, and what overall qualities and/or strengths you will bring to the position. Also include your preferred divisional office location(s).

Failure to submit the required documents in one pdf document will result in immediate disqualification. Incomplete applications will not be considered, retained, or returned. Only one application per candidate will be accepted for this announcement.

**E-mail to:** [HR@ncmp.uscourts.gov](mailto:HR@ncmp.uscourts.gov)

Questions not answered within this vacancy announcement may be directed to Human Resources at 336-358-4219.

The most qualified applicants selected for interview and testing will be contacted by telephone. For applicants not selected to interview, closing information will be posted on our external

website at <http://www.ncmp.uscourts.gov/current-employment-opportunities> in lieu of closing letters.

Applicants must possess a valid driver's license. By statute, employees must be U.S. citizens, U.S. nationals, or a lawful permanent resident "seeking citizenship."

**This position is classified as a "Sensitive" position.** The selected candidate for this position is subject to a background check, credit check, and fingerprint check as a condition of employment.

The Court is not authorized to reimburse candidates for travel in connection with testing, interviews, or to pay relocation expenses to the successful candidate.

**Special Note:** This "at will" position shall be considered "FILLED" if it is determined that no other applications are deemed necessary by the United States Probation Office. This vacancy may be withdrawn at the discretion of the Chief U. S. Probation Officer.

Electronic Funds Transfer (EFT) is mandatory for payroll deposit.

**The United States Probation Office is an Equal Opportunity Employer.**